

Assessment of RPL Candidates Process Flow



Recognition of Prior Learning (RPL) — Application Form

Instructions: Complete all sections in full. Attach certified copies of ID/Passport, CV, certificates, and relevant evidence. All documents must be recent and legible. Incomplete applications may delay processing. Submit the completed form and Portfolio of Evidence (PoE) to the Skills Development Provider (SDP)/Assessment Centre.

1. Applicant Details

Title		Full Name(s)	
Surname		ID/Passport No.	
Tel No.		Email	
Residential Address			
Date of Birth	____/____/____	Gender (M/F)	
Disability	Yes / No — If yes, specify: _____	Home Language	

2. Full / Part-Qualification Applied For

Full Qualification/Part-Qualification Title			
SAQA ID		NQF Level	
Credits		Provider/Assessment Centre Accreditation No.	
Provider/Assessment Centre QCTO Accreditation No.			

3. Employment & Work Experience

Attach a detailed CV. Complete the table below for your most relevant roles:

Employer	Job Title/Role	Period (From–To)	Key Duties/Tasks	Referee (Name & Contact)

4. Evidence of Prior Learning (Portfolio of Evidence)

Evidence Type	Description / File Name	Date/Period	Verified By (Office use)
1. Certified ID/Passport copy			
2. Curriculum Vitae (CV)			
3. Certificates/Statements of Results			
4. Work samples/products			
5. Photographs/Videos of work			
6. Performance appraisals			
7. Letters of reference/Testimonials			
8. Logbook/Work records			
9. Training records			
Other (specify)			

Note: Evidence must be authentic, current, sufficient, and relevant to the outcomes. The assessor may request additional evidence or an assessment task (e.g., challenge test, practical demonstration).

5. Learner Declaration & Consent

I hereby declare that the information provided is true and correct. I consent to the verification of my identity, employment, and qualifications, and to the use of my data for the purpose of RPL assessment in accordance with POPIA.

Applicant _____ Signature _____
 Name _____
 Date ____/____/____ Place _____
 Signature _____

6. For SDP/AC/Assessor Office Use Only

Assessor Name			Assessor Reg No.		
Date of Assessment			Moderation Required (Yes/No)		
Assessment Method(s)	Evidence review / Challenge test / Practical demonstration / Interview / Other:				
Decision	Yes		No		
EISA READINESS					
Assessor Comments	Provide comments for both yes/no				
Assessor Signature	_____		Date	____/____/____	

7. AQP Moderator Verification

Moderator Name	_____	Moderator Reg No.	_____
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Moderation Date	____/____/____	Outcome	Confirmed / Referred back
Moderator Comments			

Compliance reference: QCTO RPL Policy & SAQA RPL guidelines. Provider to retain